

D U R H A M C I T Y - C O U N T Y A P P E A R A N C E C O M M I S S I O N

Project Review Submittal Checklist

I. PROJECT INFORMATION		
Project Name:	PIN(s):	
Project Location:		
Applicant Name:		
Phone:	E-mail:	
City, County, DPS Project Manager:		
Phone:	E-mail:	
II. SUBMITTAL INSTRUCTIONS		
<ul style="list-style-type: none"> Projects shall be submitted for review during the Preliminary Meeting; subsequent reviews during later design phases may be requested. The project manager for the City or County department or the Durham School System responsible for the project will bring the basic ideas for the project to a review team of DAC members for input and comment. The Project Review Meeting takes place after the design has been developed, but prior to the application for site plan review. The purpose of this review is to provide a critique of the design so that any further recommendations can be incorporated before the project is submitted for site plan review. To schedule a project for review by the Durham City County Appearance Commission Project Review Committee, contact Anne Kramer at 919.560.4137 ext. 28271 or anne.kramer@durhamnc.gov before the agenda deadlines listed below. Provide one (1) full-sized copy of all submittal materials in addition to digital format, to Anne Kramer, Durham City-County Planning, 101 City Hall Plaza, Durham, NC 27701 before the submittal deadlines listed below. Include this checklist with the submittal; initial all items complied with on the following page. 		
III. 2009 MEETINGS		
<ul style="list-style-type: none"> Attendance at the Durham Appearance Commission Project Review Committee is required for all project reviews. The applicant responsible for the project, with knowledgeable in the design for the proposed site, must be present at the Preliminary and Project Review meetings. Attendance to re-reviews (after the Project Review Meeting) is not mandatory. Meetings are held on the first and fourth Thursdays of the month at 5:30 PM in Conference Room A on the Ground Floor of City Hall (located at 101 City Hall Plaza). 	Submittal Deadline (noon) 2010	Meeting Date (5:30 PM) 2010
	December 28, 2009	January 7
	January 18	January 28
	January 25	February 4
	February 15	February 25
	February 22	March 4
	March 15	March 25
	March 22	April 1
	April 12	April 22
	April 26	May 6
	May 17	May 27
	May 24	June 3
	June 14	June 24
	Canceled	July 1

Project Review Submittal Checklist Continued

✓ denotes required items ★ denotes optional items	Preliminary Meeting	Project Review Meeting
IV. PHOTOS		
• Site photos	✓	✓
• Context photos of adjacent and opposing properties and buildings	✓	✓
• Photos of nearby properties of significance such as historic or public buildings	✓	✓
V. RENDERINGS		
• Elevations of all sides; label materials, colors, and F.F.E.	★	✓
• Skyline elevation for structures over 80' high	★	✓
• Perspective drawing(s)	★	★
• Site sections through entire site or important features (not walls)		★
• Massing Diagram	✓	
VI. PLANS		
• Existing Conditions plan showing topography, buildings, roads, major features including storm water facilities, landscaping or vegetation, etc.	✓	✓
• Schematic Site plan showing general locations of buildings, parking, open space, and major site features	✓	
• Site plan showing buildings, parking, open space, and major site features including storm water facilities; should also show lighting, trash facilities, streetscape elements, fences, retaining walls, utilities/ equipment, paving, signage and public art locations	★	✓
• Landscape plan showing locations of all proposed plantings and plant list; include sizes at installation	★	✓
• Landscape Narrative describing the themes, functions of the plants, and site setting on which plant species selection will be based.	✓ (optional if a schematic landscape plan is provided)	
• Grading plan	★	✓
VII. DETAILS		
• Lighting details including fixture heights, styles, and materials	★	✓
• Signage details including size, colors, materials	★	✓
• Materials and Colors description	★	✓
• Samples or color boards	★	★
VIII. Design Guideline Compliance		
• Provide a written statement or document detailing how the plan meets the Durham Appearance Commission's Design Guidelines	★	✓